Permit #F00145887

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00145887 **Type of Permit:** FILMING **Release Date:** 12/06/2018

Production Company NEW YORK FILM ACADEMY LTD - STUDENTS

Insured Company Name NEW YORK FILM ACADEMY LTD - STUDENTS

Contact Phone No. 1 818-333-3558
Contact Phone No. 2 212-674-4300
Fax
Address 3300 W. RIVERSIDE DR
BURBANK, California 91505

Production Title AN EXCHANGE

Type of Production Student

Producer Miqi Liu

Director Miqi Liu

1st AD Miqi Liu

Production Manager Miqi Liu

FilmL.A. Coordinator Ramona Jones

Location Manager Miqi Liu
Primary Phone Mobile - 747-283-6823
Secondary Phone

Location Assistant Miqi Liu
Primary Phone Mobile - 747-283-6823
Secondary Phone

Fees

FILMLA NON-REFUNDABLE STUDENT PERMIT FEE SIMPLE $26.00

Total Permit Fee $26.00

Number of Locations 2

NOT A PERMIT

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Summary Information — Location

Permit Number	F00145887	**Location Manager**	Miqi Liu
Production Company	NEW YORK FILM ACADEMY LTD - ST...	Primary Phone	Mobile - 747-283-6823
Insured Company	NEW YORK FILM ACADEMY LTD - ST...	Secondary Phone	
Production Title	AN EXCHANGE		

Location Address 10945 Bluffside Dr, Los Angeles, CA, 91604

Location Type Apartment Building

Film Dates 12/7/2018 - 12/7/2018 13:00 - 17:00 1 day

Open or Closed to the Public Open

Generic Conditions

*LA CITY AND/OR LA COUNTY FIRE CHECKLIST ATTACHED TO FINAL PERMIT. THE PERMITTEE IS RESPONSIBLE FOR COMPLETING CHECKLIST PRIOR TO FILMING ACTIVITY AT THIS LOCATION. NON COMPLIANCE MAY RESULT IN ASSIGNMENT OF A FIRE OFFICER.
All vehicles must be parked on private property
Must comply with attached conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval

Please see attached documents

NYFA - 'An Exchange' 10945 Bluffside Dr.pdf
NYFA Student Certificate- 'An Exchange' - Miqi Lu.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	2

Personnel on Location

Type	Quantity
Cast	2
Crew	5
Spot Check	1

Filming Activities Camera on sticks; Interior establishing shots. ; Filming in unit#226.;

Jurisdiction **Political:** Los Angeles City - Council District 02 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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Approvals LOS ANGELES CITY POLICE DEPARTMENT Gabriel Martinez

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Summary Information — Location

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Production Title	AN EXCHANGE		

Coordinator Note No Cabling in Hallways, Stairwells or Corridors.

Coordinator Note Must keep Hallways, Stairwells and/or Corridors clear of Camera and equipment.

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

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Summary Information

Location

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Insured Company	NEW YORK FILM ACADEMY LTD - ST...	Secondary Phone	
Production Title	AN EXCHANGE		

Location Address 5000 Westpark DR, NORTH HOLLYWOOD, CA, 91601

Location Name VALLEY VILLAGE PARK

Location Type Park

Location Description VALLEY VILLAGE PARK

Film Dates 12/6/2018 - 12/6/2018 13:30 - 15:30 1 day

Open or Closed to the Public Open

Generic Conditions
All vehicles must be parked on private property
Must comply with attached conditions
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.

Please see attached document 63516 - GUIDELINES- Valley Village Park.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	2

Personnel on Location

Type	Quantity
Cast	2
Crew	5

Filming Activities Equipment on sidewalk only.; Exterior Dialogue; All activity to take place on park property.;

Jurisdiction **Political:** Los Angeles City - Council District 02 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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Approvals LOS ANGELES CITY POLICE DEPARTMENT Gabriel Martinez

NO PERMIT

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Summary Information — Location

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Production Title	AN EXCHANGE		

LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE — Christina Woods

Coordinator Note No Park Film Monitor required.

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

NOT A PERMIT

Permit #F00145887

NOTICE OF STUDENT FILMING

We, the student filmmakers named below on this form, are planning to film a student production in your neighborhood. We are applying for all necessary permits and agree to maintain all legally-required liability insurance. Additionally, all personnel required to ensure public safety will be on location. We will abide by all County or City filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will treat your neighborhood with the respect it deserves. Thank you in advance for your hospitality and cooperation while we are filming on your street.

When filming on-location in the County or City of Los Angeles, advance notice must be provided to all residents, merchants and/or businesses within a 500 foot radius of the filming location. Exceptional filming activities, such as simulated gunfire, may require us to notify a wider area.

We will be filming scenes for the following production/project.

PROJECT TITLE	An Exchange					
FILMING ADDRESS	10945 Bluffside Dr					
DATE(S)	December 7th, 2018					
HOURS	FROM	15:30	AM / PM	TO	19:00	AM / PM

Description of scenes & parking:

Dan and Lily sit in a coffee shop, having coffee.

2 crew cars, park on property.

**** ALL CAST, CREW AND PERSONAL VEHICLES WILL PARK ON (PRIVATE) PROPERTY ONLY ****

If you have any questions and/or concerns regarding this production, please contact us using the information provided below.

Miqi Liu	(747) 283-6823
Name of Primary Student Contact	Daytime Phone #
New York Film Academy	(818) 333-3558
Name of School/Class Administrator	Daytime Phone #

You may also contact FilmL.A., the City/County's official film permit coordinator at (213) 977-8600, 24 hours per day, 7 days per week, for assistance.

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Permit #F00145887

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

November 28, 2018

m.liu@student.nyfa.edu

To Whom It May Concern:

Please allow this letter to serve as verification that Miqi Liu is a student in good standing at the New York Film Academy BFA Filmmaking program. They will be shooting a student film on the dates December 6-7, 2018. This student project "An Exchange". If you have any further questions, do not hesitate to contact me at the number listed below.

Best Regards,

Luis Valencia

New York Film Academy
Production Services
818.330.6133
luis.valencia@nyfa.edu

NOT A PERMIT

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- **Ok to FILM at VALLEY VILLAGE PARK on 12/06/2018 (see plot plan).**
- **Ok to film a scene with a guy waking up on a bench, noticing he has been transformed and checks himself out on a phone.**
- **Ok to use handheld equipment, a tripod and a recorder.**
- **No on-site CATERING or CREW PARKING.**
- **No generator approved to be placed on Park property.**
- **Not approved to alter Park property.**
- **Must leave all fire lanes open at all times and do not block any fire hydrants.**
- **Company does not have exclusive use of parks/parking lots.**
- **Must work around park patrons, park activities and park maintenance staff.**
- **No blocking off exits/entrance of driveways.**
- **Not allowed to have Propane Heaters on-site unless approved by LAFD.**
- **Company must leave all areas clean after use.**
- **Must maintain the 20ft emergency vehicle clearance.**
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- **No simulated sex allowed on Park property.**
- **No nudity allowed on Park property.**
- Film permits do not provide exclusive use of a park or recreation area.

NOT A PERMIT

- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-145887
NEW YORK FILM ACADEMY LTD STUDENTS – AN EXCHANGE
(VALLEY VILLAGE PARK)

NOT A PERMIT